



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: October 5, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM III

Employment Specialist
Bureau of Personnel Management
Office of Finance & Administration
Springfield

Attachments
40577

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager III

Salary Range: \$4,670 - \$8,295

Position Title: Employment Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW413-23-40-303-20-07

IPR#: 40577

Office/Central Bureau/District/Work Address:

Office of Finance and Administration/Bureau of Personnel Management/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for coordinating the filling of all code, technical and seasonal employment vacancies and coordinating employment transactions for all departmental employees. In addition, this position is responsible for actively examining and revising these employment procedures to provide a more effective employment program.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in human resources or business administration
- At least four years' experience processing a variety of Human Resources transactions, such as hiring, leave administration, disciplinary actions and salary actions in conjunction with applicable policy or bargaining agreements
- At least four years' experience with Human Resources computer systems, including data entry, report analysis and information verification
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 2014	POSITION:	Employment Specialist
APPROVED BY:	<u>Tom Kirk</u>	OFFICE:	Finance & Administration/Bureau of Personnel Management
CODE:	PW413-23-40-303-20-07	REPORTS TO:	Employment Transaction manager

POSITION PURPOSE

This position is accountable for coordinating the filling of code and technical vacancies and coordinating employment transactions for all departmental employees. In addition, this position is responsible for actively examining and revising these employment procedures to provide a more effective employment program.

DIMENSIONS

Total Departmental Employees	5,061
Code Employees	2,289
Technical Employees	2,772
Temporary Employees (Code/Tech)	2,000
Annual Personnel Transactions	19,417

NATURE AND SCOPE

This position reports to the Employment Transaction Manager as does the Personnel Support Coordinator, Employment Support Assistant and a Technician Trainee. This position may, on occasion, receive assignments from the Personnel Administration Section Manager.

The bureau within which the incumbent operates provides a variety of departmental personnel services which impact 5,800 +/- employees statewide. This position is specifically responsible for coordinating employment programs for all code and technical positions that are consistent with departmental employment needs as well as the Personnel Code and bargaining unit contracts, with assignments requiring interpretations and application of rules and regulations. S/He is responsible for administering the Merit Compensation Plan governing groups of code employees that are not included in the various bargaining units. The incumbent continually monitors personnel transaction procedures and formulates recommendations for improved efficiency. S/He is responsible for coordinating the entry of all Code and Technical transactional data for all departmental employees accurately and efficiently.

Typical problems faced by this position involve keeping abreast of a variety of procedures inherent in bargaining unit contracts, the Personnel Code, and the Merit Compensation Plan and applying the appropriate procedures to process each individual transaction. The greatest challenge to this position is to meet the demanding workload required to fill vacancies according to various departmental, union contract and Department of Central Management (DCMS) Personnel Rules. This position must meet the workload required to fill vacancies in a timely fashion to avoid creating difficulties for the hiring office/division in filling vacancies.

The incumbent personally coordinates the posting of all code and technical positions, both permanent and temporary, and both union and nonunion. This position ensures that code positions are filled by the appropriate means such as bid, transfer, eligible list, etc. S/He checks for appropriate approvals such as IPR approval and position status and monitors the timely processing of the correct DCMS forms to meet departmental staffing needs while maintaining the deadline goals set by the DCMS. The incumbent serves as

liaison between departmental managers and CMS regarding the filling of vacancies. S/He maintains the departmental creditable service dates, Upward Mobility Program Eligible list, Promotional List and Re-employment/Recall List for Code Employees. This position is responsible for veteran compliance and verification on all eligible lists when hiring a veteran. S/He coordinates the Upward Mobility Program for the department and serves as liaison with DCMS. The incumbent coordinates the employee hiring process for all technical positions, both code and technical, and both union and non-union, from time of position approval, through interview and hiring processes. S/He works with the bureau chief to coordinate technical vacancy posting process for positions departmentwide to ensure compliance with departmental regulations and provides technical assistance for management staff regarding its application in filling vacancies. This position maintains the system for continual monitoring of IPRs required in conjunction with personnel actions such as filling of positions, promotions, etc., for all departmental code and technical positions and ensures accuracy and completeness of the information on the IPR System (IPRS). S/He serves as liaison between the bureau chief's office and departmental management on the status of IPRS and ensures coordination between offices/divisions and the central office to allow for timely appointments, promotions and transfers assuring agency procedures are followed. This position secures salary approval from the Organizational Analysis and Compensation Section for technical positions upon selection of candidates. The incumbent coordinates the temporary hiring programs for the department. This includes the seasonal highway maintainer program as well as the program for seasonal college and high school students. These programs require coordination with all departmental offices/divisions to ensure timely and sufficient hiring to accomplish goals. This involves overseeing the processing for temporary code employment requests including submittal of justifications and the administration of the seasonal programs. The incumbent coordinates the entry of all technical and code transactional data for department employees into the Human Resources Information (HRI) system. S/He verifies the accuracy of all Personnel Action Forms (PAF) based on compliance with the employees bargaining unit. Transactions included are: Begin Employment, Salary Change, Leave of Absences, Separation, Suspension, Address Change, Name Change, Status Changes. Transactions for code employees have to be processed in accordance with DCMS policies and procedures. This position must meet the workload required to make payroll deadlines to ensure that all employee data is accurate and efficient.

This position is constrained by all IDOT and DCMS policies and procedures. Problems of a unique nature are referred to the Employment Transactions Manager and/or the Personnel Administration Section Manager with recommendations for resolution.

The incumbent maintains contact with all departmental administrative and personnel managers regarding employment and personnel transaction procedures. Externally, s/he is in contact with DCMS and other state agencies regarding personnel transactions and the general public regarding departmental employment practices.

The effectiveness of this position is measured by the incumbent's ability to coordinate employment procedures for code and technical employees in a timely manner and in accordance with all governing policies.

PRINCIPAL ACCOUNTABILITIES

1. Coordinates employment procedures for code and technical employees to ensure all positions are filled in accordance with IDOT, DCMS and bargaining unit provisions.
2. Maintains the IPRS ensuring accuracy and completeness of information. Serves as a liaison between the bureau chief's office and departmental management on the status of IPRs.
3. Maintains the departmental Promotional List, Upward Mobility Program Eligible List and Re-employment List for Code Employees to ensure the correct filling of vacancies and processes DCMS requisitions, eligible lists and temporary/provisional permits in accordance with departmental needs and DCMS requirements. Serves as liaison with DCMS.

4. Coordinates the seasonal employment program for highway maintainers as well as the program for college and high school students.
5. Processes all department employee data changes in HRI and DCMS system in order to make payroll deadlines.
6. Secures salary approval from the Organizational Analysis and Compensation Section for technical positions upon selection of candidates and advises departmental management on salary increases for seasonal employees.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.